

National Aeronautics and
Space Administration
Headquarters
Washington, DC 20546-0001



June 17, 2004

Reply to Attn of: FM

TO: Distribution

FROM: F/Assistant Administrator for Human Resources

SUBJECT: Termination of Headquarters Lodging Program

For the past 8 years, we have had contracts with Washington, DC, area hotels to provide lodging at reduced rates for Center employees on travel to Headquarters. This program has proven to be very successful and beneficial to the Agency. However, due to budget cuts and the transition to full cost, this program will be terminated as of September 30, 2004.

Existing reservations for room nights through September 30, 2004, will continue to be honored at the hotels (Sheraton 4 Points, Sheraton Suites-Alexandria and Savoy Suites-Georgetown). Please ensure that CI Travel and all personnel at your Centers are aware of this change. If you have any questions, call the COTR - Joyce G. Smith at 202-358-1179 (or send E-mail to joyce.g.smith@nasa.gov.)

Vicki A. Novak
Vicki A. Novak

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